

OCT 09 2014

JHUMUNC Field Trip Authorization Form

Name of Group/Team: **WAC / MUN: JOHNS HOPKINS UNIVERSITY MODEL UNITED NATIONS CONFERENCE**

Faculty/Staff member Making Request: **MELISSA OLIVER**

Date(s) of Proposed Trip: **02/05/15 - 02/08/15** # of School Days: **2 (ONE)** # Nights Away: **3 (THREE)**

Destination: **BALTIMORE, MD** Distance (one-way): **≈500 MILES**

Purpose/Benefit of Trip: **JHUMUNC (JOHNS HOPKINS UNIVERSITY MODEL UN CONFERENCE)**

Transportation Arrangements: **ROUND-TRIP FLIGHT FROM/TO PORTLAND JETPORT (PWM) TO BALTIMORE-WASHINGTON INTERNATIONAL (BWI); GROUND TRANSPORTATION FROM BWI TO/ FROM HILTON BALTIMORE**

Students: **20** # Chaperones: **2** School Staff: **1** Parents/Other: **1**

Arrangements for Mixed Gender Supervision: **YES**

Cost Per Student: **\$500.00 OR LESS**

Description of any Fundraising: **SALES / RAFFLES THROUGHOUT SCHOOL YEAR CONFERENCES**

Do all members of the group/team have an opportunity to participate? Yes No

If "no," describe circumstances:

For overnight trips

All parent/other chaperones have attended volunteer training: Yes No

Date and time of pre-trip chaperone meeting: **THURSDAY, JANUARY 29TH, 2015, 7:30 AM**

For out-of-country trips

Travel and cancellation insurance arrangements (attach copy of contract with insurance and cancellation provisions highlighted):

Approvals:

Principal or Athletic Administrator _____
Superintendent _____
School Board _____

Date 10/9/2014
Date 10/9/14
Date _____

Authorization Authority: Principal/AA: in-state day trips; Superintendent: out-of-state trips w/n 125 miles, in-state trips requiring one-night stay; School Board: out-of-state trips beyond 125 miles, trips requiring 2 or more overnights; trips costing \$500 or more per student